



MiCPT CERTIFICATION AND RE-CERTIFICATION POLICY & PROCEDURE

POLICY

The Michigan Municipal Treasurers Association (MMTA) offers active municipal members the opportunity to earn the Michigan Certified Professional Treasurer (MiCPT) Certification. This nationally recognized and state sponsored certification is earned after successful completion of one-hundred (100) hours of treasury related education achieved through graduation of MMTA's Basic Institute and three years of treasury work experience. Basic Institute is a three-year program which requires members to attend all three years consecutively unless unforeseen circumstances prevents consecutive attendance and approval is granted to extend the three-year time frame, not to exceed five years.

The MiCPT Certification is valid for four years. MiCPT renewal is earned upon the successful completion of thirty (30) points of continuing education over the four-year period immediately preceding the expiration date of the MiCPT certification. Eligible continuing education hours must be sponsored by MMTA and/or its nationally sponsored Association, The Association of Public Treasurers of the United States and Canada (APT US&C). A maximum of six (6) points may be achieved through attendance of APT US&C sponsored trainings.

Members achieving MiCPT Certification and Re-certification will be recognized at MMTA's Annual Fall Conference and are encouraged to signify their certification by using the "MiCPT" designation after their name in electronic and written correspondence. New MiCPT recipients receive a plaque and those who re-certify receive a new certificate insert.

PROCEDURE

New Applicants

To be eligible for the MiCPT, a member must complete Basic Institute, apply within two years of graduation, and have three years of treasury related municipal experience by the June 1 application deadline. Applicants who do not hold the position of Finance Director, Treasurer, or Deputy/Assistant Treasurer must submit an Experience Verification Form with their application. Graduates applying after two years must demonstrate 30 additional points of continuing education in the previous four years.

Re-certification

To maintain the MiCPT, certification must be renewed every four years, requiring documented continuing education. Applicants must show that they have accumulated thirty (30) points over the four-year period immediately preceding their renewal/application date. Applicants are required to provide documentation of points (point tally sheets and attendance rosters are maintained on the Resources/Point Sheets page in the members-only portion of the MMTA website). Applicants not holding the position of Finance Director, Treasurer, or Deputy/Assistant Treasurer must submit an Experience Verification Form. In the event an applicant has left municipal service and returned, their total municipal job experience will be considered. Applicants apply using the online form, which requires documentation to be uploaded as a pdf file. The deadline for application submission is June 1. The Association will send notification of expiring credentials each spring.

Continuing Education Points

Continuing education to renew the MiCPT is awarded one point for every two hours of education. It is the participant's responsibility to keep point tally sheets and attendance rosters of the conferences they attend to verify their 30 points. Points are awarded for attendance at Winter Workshop, Advanced Institute, MMTA in the UP, Fall



Conference, Treasurer-to-Treasurer, Treasurer Toolkit, the APT US&C Annual Conference, and any other day seminars or event hosted or officially sanctioned by MMTA or APT US&C (up to six of the 30 points can be from APT US&C events). Presenters at any MMTA education session receive double points for the session they present. No points will be awarded for job experience, committee involvement, or serving on the MMTA Board of Directors.

Extensions

If an applicant has not earned enough continuing education points prior to their re-certification date, they may request a one-year extension. Extensions are not automatically approved and are at the discretion of the PDC chair. MiCPT holders are encouraged to complete their training well before their renewal date to avoid being short of points.

Lapsed Certification

If a member does not submit a timely or complete application to recertify their MiCPT, their MiCPT lapses and they shall not represent themselves as an MiCPT until they apply for recertification the following year. Points must be earned within four years of the accepted application date.

Determination

The Chair of the Professional Development Committee will receive a summary of all applications and documentation in order to review and determine eligibility by the end of June. Applicants will be notified by the end of July, and the PDC chair will make a recommendation to the MMTA Board of Directors for acceptance and approval at their next Board meeting.

Approved by the MMTA Board of Directors on August 2018

Amended by the MMTA Board of Directors on April 30, 2020

Amended by the MMTA Board of Directors on July 11, 2023

Amended by the MMTA Board of Directors on July 9, 2024